

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Deputy Director
Facilities Standards and Operations Division
Corrections Standards Authority
CEA Level 3

FINAL FILING DATE: May 4, 2006

SALARY RANGE: \$8,030 - \$8,854

On July 1, 2005, the Youth and Adult Correctional Agency (YACA) and its subordinate departments were reorganized under the new California Department of Corrections and Rehabilitation. For details of this reorganization and changes, go to www.lhc.ca.gov/lhc.html and refer to the section entitled Governor's Reorganization Plans.

DUTIES/RESPONSIBILITIES:

Under the general direction of the Executive Officer, Corrections Standards Authority (CSA), the Deputy Director, Facilities Standards and Operations Division (FSOD) works in collaboration with local corrections agencies to maintain and enhance the safety, security, and efficiency of local jails and juvenile detention facilities in accordance with the California Code of Regulations, Titles 15 and 24. The Deputy Director, FSOD is responsible for establishing and updating minimum standards for the design and operation of local adult and juvenile detention facilities; inspecting local detention facilities every two years and assisting agencies in their efforts to remain in compliance with minimum standards; and reviewing and analyzing all architectural plans for new facility construction and remodeling to determine cost-effectiveness and standard compliance.

The Deputy Director, FSOD, administers the Jail and Juvenile Profile Surveys, which involve collecting and reporting data providing a statewide profile of local jails and juvenile detention facilities; and administers the Juveniles in Jail Removal and Compliance Monitoring Program, which monitors, trains and provides technical assistance on federal compliance issues involving the secure detention of status offenders and the separation of minors from adults. Reports lack of compliance to officials in charge of the facilities, the local government, the grand jury, the superior court and the Legislature.

Duties include, but are not limited to:

- Formulates policies and procedures for the administration of laws, rules and regulations relating to statewide minimum standards for state and local detention facilities; and inspection of jails, juvenile halls, camps and ranches for compliance with standards. Develops and implements mission critical policies regarding the design and operation of adult and juvenile detention facilities throughout the State. Reviews plans for new construction or the remodeling of existing local detention facilities; conducts public hearings to establish or revise regulations; and directs the ongoing enforcement of the laws, rules and regulations relating to detention facilities.
- Assesses needs and provides services necessary to effectively plan for the implementation of statewide standards for the operation of state adult and juvenile detention facilities; directs staff in the statewide inspection and compliance monitoring of local detention facilities to ensure compliance with state laws, policies, standards, and state and federal court decisions regarding the custody and treatment of adults and juveniles detained. Directs staff in the review of architectural and fire and life safety plans for new or remodeled local detention facilities.
- Directs Division staff in the development, revision, adoption, and promulgation of standards for state, local and private entity-operated detention facilities and determines the applicability for inclusion in the California Code of Regulations.
- Conducts special studies at the request of the Legislature; conducts investigations in sensitive areas; institutes appropriate proceedings when necessary; and reviews and drafts proposed legislation impacting the FSOD.
- Directs field staff in the establishment and maintenance of positive and effective working relationships with police chiefs, sheriffs, and local directors of corrections, probation chiefs, and professional organizations, for the purpose of assessing needs and providing assistance; selects and trains staff; and evaluates performance of subordinates.
- Directs staff in statewide compliance monitoring relative to the Juvenile Justice and Delinquency Prevention Act of 2002, which involves monitoring, training, and providing technical assistance related to federal compliance issues on the secure detention of status offenders, the separation of minors from adult prisoners, and the removal of minors from jail
- Serves as a member of the CSA Executive Management Team, developing policy and policy alternatives for adoption by the CSA's gubernatorial-appointed Board; represents the CSA with local government officials, state decision makers, and provides a link to national policy and professional organizations on a broad range of policies relating to local corrections.

- Assists the Executive Officer, CSA in formulating and implementing CSA policy; acts for or otherwise represents the Executive Officer in his/her absence at meetings, public hearings and in the daily affairs of the CSA.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

DESIRABLE QUALIFICATIONS:

- Experience in the formulation and implementation of procedures, policies, and programs related to facility standards and operation management.
- Experience in providing executive level advice and consultation to statewide and local governmental officials regarding facility standards and operation management services, including resolution of policy and procedural issues for state and local detention facilities.
- Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
- Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with Legislators, local government jurisdictions, the executive branch, institutional and program staff, external stakeholders, and professional groups.

Supervisory/administrative experience in a managerial capacity, including the execution and/or evaluation of program policies at least equivalent to the level of a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Regional Administrator.

KNOWLEDGE AND ABILITIES:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

EXAMINATION INFORMATION:

This examination will consist of an interview by an executive panel. Candidates must submit a Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, which will be utilized as an informational document by the executive panel. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and/or resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. **You must provide specific examples.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length and no less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Deputy Director, Facilities Standards and Operations Division, CEA Level 3 vacancy. For further information regarding this position, please contact Vickiann Tapia at (916) 327-8017.

FILING INSTRUCTIONS:

A Standard State Application (Form 678) and Statement of Qualifications must be submitted and postmarked by May 4, 2006 to Vickiann Tapia, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.